

**EIGHTH JUDICIAL DISTRICT COURT
LAS VEGAS JUSTICE COURT
ADMINISTRATIVE DIRECTIVE**

KATHY A. HARDCASTLE
Chief Judge, District Court

**CLARK COUNTY COURTS POLICY
NUMBER: 2007--All--1**

DOUGLAS E. SMITH
Chief Judge, LV Justice Court

EFFECTIVE DATE: February 05, 2007

CHARLES J. SHORT
Court Administrator

**SUBJECT: POLICY REGARDING DRESS AND PERSONAL APPEARANCE
STANDARDS FOR CLARK COUNTY COURTS**

I. PURPOSE

The purpose of this policy is to set forth clear and concise parameters regarding acceptable dress and grooming standards. This policy is to be uniformly applied to all employees of Clark County Courts. This policy also applies to vendors and temporary employees working for Clark County Courts.

II. GENERAL INFORMATION

Staff members shall maintain a professional manner in demeanor, grooming and dress. Employees are expected to dress in a manner that projects a positive image of the Courts and Clark County. Good taste, modesty, cleanliness and self-pride shall be displayed at all times. All clothing shall be neat, clean and pressed. A rule of thumb: If you are unsure if an article of clothing is acceptable, it most likely is not, and you probably should not wear it. Please use your good judgment and check your overall appearance prior to leaving your home. All employees must carry their ID badge on their person so those badges can be presented upon demand.

III. CLEANLINESS/GROOMING STANDARDS/ACCESSORIES

Employees must bathe regularly and keep hair and fingernails neat, clean and well cared for. Employees must not have excessive body odor or wear heavily scented perfumes, colognes, after-shaves or hair spray, as others may have allergies/sensitivity to strong fragrances or odors. Jewelry and accessories may be worn in moderation. Tattoos are to be covered with clothing when possible. Visible body piercing jewelry must be limited to the ears.

IV. APPROPRIATE ATTIRE FOR MALE EMPLOYEES

Male employees shall dress in attire suitable for a business office environment. This shall include suits, dress slacks, jackets, sweaters and shirts with collars. Khakis/Dockers are acceptable. Ties are optional except when on duty in the courtroom. Shoes or boots shall be worn with socks. Male employees shall be clean-shaven, or must keep beards and/or moustaches neat and trimmed. Hair shall be clean, neat, combed and trimmed.

V. APPROPRIATE ATTIRE FOR FEMALE EMPLOYEES:

Female employees shall dress in attire suitable for a business office environment. This shall include dresses, suits, skirts, dress skorts, capris, gauchos or dress slacks (in business suitable fabrics) with jackets, blouses or sweaters. Khakis/Dockers are acceptable. Skorts are defined as split skirts that have the appearance of a skirt from all angles. Dresses, skirts, skorts, gauchos, capris or suits must not be shorter than four (4) inches above the knee and must not have a slit that extends higher than four (4) inches above the knee. Dresses, skirts and skorts may be of denim fabric. Lace or other semi-sheer fabrics shall be worn with appropriate garments underneath. Blouses/shirts/tops must be long enough to cover skin in front and back when arms are raised or when bending over. Bras, sport bras, tank tops, etc. must be fully covered by clothing.

Sleeveless tops must have enough material to meet the shoulder blade. Hair shall be clean, neat, combed and trimmed. Shoes and/or boots must be clean and appropriate to a business setting and appropriate to attire. Dress sandals are appropriate for wear, but feet must be well groomed when wearing shoes that expose the feet.

VI. INAPPROPRIATE ATTIRE FOR MEN AND WOMEN:

- Shorts
- Hats/caps
- Overalls
- Slippers/flip-flops/thongs/beach shoes
- Visible halter tops/tank tops/off-the-shoulder tops
- Stirrup pants, spandex pants and leggings
- Low-cut upper body clothing or excessively tight-fitting clothing
- Military fatigues
- Clothing with vulgar language, political slogans or advertisements
- Track suits/sweat suits and sweat pants
- Jeans/denim pants, regardless of color (appropriate only on casual dress days)
- Tennis shoes (appropriate only on casual dress days)
- T-shirts/sweatshirts in plain solid colors or with County, Court or business-related logos (appropriate only on casual dress days)

- Themed clothing as designated by the CEO or designee (for example: Western Week) (appropriate only on casual dress days)

VII. CASUAL DAY STANDARDS:

The Courts will allow Casual Friday to continue as long as the privilege is not abused. The Courts may designate certain other days throughout the year as casual dress days. The list below is a guideline of clothing appropriate for wear only on casual days.

- T-shirts/sweatshirts in plain solid colors or with County, Court or business-related logos
- Jeans/denim pants (not faded, torn, ragged or distressed)
- Tennis/athletic type shoes (clean/not torn)
- Themed clothing as designated by the CEO or designee (for example: Western Week)

VIII. DEPUTY SHERIFFS

In addition to the dress and grooming standards set forth in the Clark County Courts Deputy Sheriff's Manual, Deputy Sheriffs must adhere to the following. Deputy Sheriffs must be in uniform at all times. Only authorized logos and accessories shall be worn on or with the uniform. Uniforms are to be clean and neat upon arrival to work and are to be worn as intended (i.e. shirts buttoned, etc.) Uniforms are not to be worn off-duty.

IX. EXCEPTIONS

The CEO or designee is responsible for approving exceptions to this policy. The Court may require medical requests for exceptions to this policy to be accompanied by a doctor's note (for example: foot injuries requiring special foot gear or slippers). Staff members may be temporarily permitted to wear casual attire when assigned to certain tasks. If a temporary assignment involves moving, cleaning, or other work that may be dirty or messy, permission for exception to this policy may be granted only while performing the specific duties. Management will advise employees when this applies to their work assignment.

The Court may approve division-wide permanent exceptions to this policy based upon the nature of the work.

Courtroom clerks must wear appropriate business office attire at all times while they are on duty in a courtroom. If on duty in a courtroom on a casual dress day, the judge in the respective department will determine the appropriate style of dress for that department on that day. If on duty in a courtroom on a casual day, clothing may be changed when court duties have been completed.


The wearing of costumes on Halloween is prohibited unless the CEO or designee gives prior approval.

X. ENFORCEMENT

This policy is to be administered and enforced consistently by each division manager and supervisor in consultation with Human Resources. Whenever a conflict in administration/enforcement cannot be solved at the division level, the issue will be brought to the appropriate Assistant Court Administrator or designee for final resolution.

An employee's immediate supervisor and/or the appropriate Assistant Court Administrator will determine if the employee's personal appearance is appropriate. Employees violating this policy will be subject to progressive discipline, up to and including termination. Employees in violation of the dress code may be required to leave the workplace to change clothing and may be charged leave without pay.

XI. The Courts reserve the right to amend this policy at any time.


Kathy A. Hardcastle


Douglas E. Smith